

- Procedure Number: 220
 - Procedure Name: Representation at Board Meetings
 - Date of Original: 2016 06 08
-

Representation at Board Meetings

Public and delegation attendance are welcome to all Public Board Meetings, subject to the following:

1. Public Presenting to the Board

- a. Accessibility
The Board of Education (Board) regular meetings are open to the public.
To support the welcoming of the public the following will occur:
 - i. Meeting agenda packages and meeting locations will be posted to the district website prior to the meeting.
 - ii. A seating area will be available to the public to wait for the meeting.
- b. Participation
The public can participate in the Board Meeting:
 - i. By requesting time to present prior to the meeting and presenting within the time period allowed on the agenda item “Delegations”.
 - ii. By asking questions to the Board allowed on the agenda item “Question Period”. The questions may be asked and responses will be provided as directed by the Chair. Common practice is to answer the inquiry outside the meeting in a reasonable timeframe based on the availability of information and complexity of the question.
 - iii. The delegation will be limited to two speakers as representatives on behalf of the delegation.

2. Delegations Presenting to the Board

- a. Time Allotment
Generally, delegations are given ten minutes to make a presentation, however the time may be extended by the Chair.
- b. Relevance of the Subject Matter of a Presentation
The subject must have some relevance to the mandate of the school district.
However, the Board will not hear matters that are:
 - i. The subject of labour negotiations;
 - ii. The subject of contractual negotiations or service agreements with service providers;
 - iii. In relation to a specific client, employee or volunteer of the district.

Generally, the Board will not hear matters that are subject to the requirement to be heard In-Camera. However, there may be circumstances where the Chair believes that the Board should receive representations on such an issue and accordingly such representations shall be heard In-Camera, subject to the same limitations of time and Board approval.

Procedure 220
Representation at Board Meetings

- c. **Becoming a Delegate**
Anyone wishing to become a delegation to the Board should submit a request to the Chair at least ten days prior to the date of a regular Board meeting, with a brief overview as to the subject matter of the presentation, and those who will be in attendance.

It is desirable that a copy of the presentation be provided for distribution to the members of the Board before the meeting.

- d. **Questions**
Following a delegation's presentation, a question period of a maximum of five minutes will be allowed for the purpose of seeking clarification from the delegation.
- e. **Delegations to Committees**
The Chair may wish to recommend it is more appropriate for a delegation to be heard in the first instance by a committee of the Board.

Where such is the case, the delegation will be encouraged to appear before the committee. The committee rules are subject to determination by the Chair of the Committee.

3. Involvement in Discussions

- a. The Board of Education encourages representatives of all our partner groups and students to attend Board meetings. Generally, public participation in the discussion outside of question period is not permitted.
- b. To ensure transparency, all closed meetings and all committee business and recommendations are brought to the Board meeting following the committee meeting in the form of minutes or verbal reports. Therefore there is no public attendance to committee meetings other than by the invitation of the Committee.

4. Similar Matters

- a. The Chair may limit the number of delegations regarding the same issue.
- b. A delegation that has been heard on an issue may not appear again on that same issue within the twelve months following the presentation, except that it may be given an opportunity to comment should the issue raised come back to the Board for a report following consideration of the initial representations.